

# 'Shelves': using saved lists in CentAUR

The shelves facility allows a logged in user to save selected publications to a named list, a 'shelf'. The shelf can be updated, edited, and shared with other logged in University of Reading staff users.

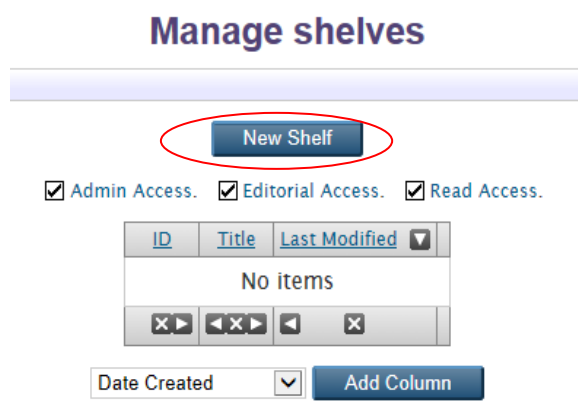
**IMPORTANT: To see all features of 'Shelves', first time users should refresh browser**

## Creating a shelf

1. Log in on CentAUR
2. Select 'Manage shelves' from the left menu



3. Click 'New Shelf'



4. Add a title and description (optional) to the new shelf, and save.

**Shelf Description: Music**

[Save](#)

**Details**

**Title:**  ?

**Description:** ?

[Save](#)

5. You can now see the newly created shelf. The icons to the right of it allow you to view, edit, set permissions or delete it. Click 'Help' at the top left of the screen for information.






**Manage shelves**

[Help](#)

This page shows all shelves which you have permission to administer, edit or view.






If you stop before completing the deposit, or a deposit is returned for corrections, it will appear in the list as in the "User Workarea".

Click on an icon to the right of an item to:

	View the contents of the shelf.
	Edit the Title and Description of the shelf.
	Reorder the shelf or remove items from it.
	Modify who can view this shelf.
	Delete the shelf.

[New Shelf](#)

☒ Admin Access. ☒ Editorial Access. ☒ Read Access.

ID	Title	Last Modified	
1	Music	14 Feb 2014 16:17	    
<div> <span>⌕</span> <span>⏪</span> <span>⏩</span> <span>⏴</span> <span>⏵</span> <span>⏶</span> <span>⏷</span> </div>			

Date Created ▼ [Add Column](#)



6. Click on the manage access icon and edit as necessary.

You will now see a screen in which you can add other University of Reading staff as:

- Shelf Administrators (full rights to add to, edit, delete or change permissions)
  - Shelf Editors (can add or remove items from the shelf)
  - Shelf Readers (can view the contents of the shelf)
- a. To add a user, type their **University of Reading staff username** into the appropriate field and click 'Lookup'
  - b. To remove a user, delete their name and click 'Save'
7. 'Publicly Visible'. To allow any logged-in user to view your shelf, change the default setting to 'Yes'. NB it is not possible to make a shelf visible to the external public.

## Adding publications to a shelf

1. Search for the publication(s) that you wish to add to the shelf. Use 'Search', not 'Browse'.
2. On the search results page:
  - a. Select the appropriate shelf or create a new one – see the top left of the screen. (You will only be able to see shelves that you have created or to which other shelf owners have given you editor or administrator access.)
  - b. Click 'Add to shelf' next to the publication(s) you wish to select. Click 'Remove' to remove them.

### music

Displaying results 1 to 20 of 205.

[Refine search](#) | [New search](#) | [Save search](#) | 
 [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) | [11](#) | [Next](#)

Order the results: by relevance match Reorder

Export 205 results as ASCII Citation Export

RSS 1.0 | 
 Atom | 
 RSS 2.0

**Music** [\[change\]](#)

[View shelf](#)  
[Clear shelf](#)

1.	<a href="#">Stakelum, M. (2010) <i>A commentary on assessment practices in music education at primary level in England: are there lessons to learn from the past?</i> In: Music education within the context of socio-cultural changes: proceedings of the 18th EAS congress. Muzik Egyitimi Yayinlari, Turkey, pp. 443-450.</a>	<div style="background-color: #D9D9D9; padding: 5px; border: 1px solid #0070C0; border-radius: 5px;">Remove <span style="color: red;">✖</span></div>
2.	<a href="#">Garnett, J. (2013) <i>Beyond a constructivist curriculum: a critique of competing paradigms in music education</i>. British Journal of Music Education. ISSN 0265-0517 doi: <a href="#">10.1017/S0265051712000575</a></a>	<div style="background-color: #D9D9D9; padding: 5px; border: 1px solid #0070C0; border-radius: 5px;">Add to shelf <span style="color: green;">+</span></div>
3.	<a href="#">Stakelum, M. and Baker, D. (2013) <i>The MaPS project: mapping teacher conceptions of musical development</i>. In: <a href="#">Stakelum, M.</a> (ed.) <i>Developing the Musician: Contemporary Perspectives on Teaching and Learning</i>. Sempre studies in the psychology of music. Ashgate, Farnham, pp. 135-154. ISBN 9781409450177</a>	<div style="background-color: #D9D9D9; padding: 5px; border: 1px solid #0070C0; border-radius: 5px;">Add to shelf <span style="color: green;">+</span></div>
4.	<a href="#">Woods, F. (2013) <i>Storytelling in song: television music, narrative and allusion in 'The O.C.'</i> In: Jacobs, J. and Peacock, S. (eds.) <i>Television Aesthetics and Style</i>. Bloomsbury, London, pp. 199-208. ISBN 9781441157515 Item availability restricted.</a>	<div style="background-color: #D9D9D9; padding: 5px; border: 1px solid #0070C0; border-radius: 5px;">Remove <span style="color: red;">✖</span></div>

## Editing a shelf

To change the order of the items in the shelf, to delete or hide specific items:

1. Log in on CentAUR
2. Select 'Manage shelves' from the left menu
3. Click the edit icon next to the shelf to be edited
4. Refer to the guidance in Help (top left of screen)

### Edit Shelf Items: Music

**Help**

This page shows all items contained in this shelf.

Click on an icon to the right of an item to:

Move an item down in the list.
Move an item up in the list.
Remove an item from the shelf.

To remove multiple items, select with the check boxes, then click 'Remove Items'. Clicking 'Remove Items' without selecting any check boxes will delete all items. You will be asked for confirmation before any items are deleted.

To reorder the list, select an item metadata field to order on and then click the 'Reorder by...' button.

<input type="checkbox"/>	<a href="#">Woods, F. (2013) <i>Storytelling in song: television music, narrative and allusion in 'The O.C.'</i> In: Jacobs, J. and Peacock, S. (eds.) <i>Television Aesthetics and Style</i>. Bloomsbury, London, pp. 199-208. ISBN 9781441157515</a>	
<input type="checkbox"/>	<a href="#">Mithen, S. (2009) <i>The music instinct: the evolutionary basis of musicality</i>. Annals of the New York Academy of Sciences, 1169. pp. 3-12. ISSN 1749-6632 doi: <a href="#">10.1111/j.1749-6632.2009.04590.x</a></a>	
<input type="checkbox"/>	<a href="#">Stakelum, M. (2010) <i>A commentary on assessment practices in music education at primary level in England: are there lessons to learn from the past?</i> In: Music education within the context of socio-cultural changes: proceedings of the 18th EAS congress. Muzik Egitimi Yayinlari, Turkey, pp. 443-450.</a>	
<input type="checkbox"/>	<a href="#">Beaman, P. and Williams, T. (2013) <i>Individual differences in mental control predict involuntary musical imagery</i>. Musicae Scientiae. ISSN 2045-4147 doi: <a href="#">10.1177/1029864913492530</a></a>	
<input type="checkbox"/>	<a href="#">Garnett, J. (2013) <i>Enterprise pedagogy in music: an exploration of multiple pedagogies</i>. Music Education Research, 15 (1). pp. 1-18. ISSN 1469-9893 doi: <a href="#">10.1080/14613808.2012.703175</a></a>	

Remove Items

Reorder by...

Title

## Sharing a shelf

1. Log in on CentAUR
2. Select 'Manage shelves' from the left menu
3. Click the 'view shelf' icon next to the shelf that you wish to share
4. Copy and paste the shelf URL, now showing in your browser. Send the URL to the University of Reading staff member with whom you wish to share it.
  - You will need to have made them an editor of the shelf for them to access the shelf via the URL. (page 3, point 6 above)
  - OR
  - If you have made the shelf 'Publicly visible' then any staff member will be able to access the shelf. (page 3, point 7 above)